

COMMUNITY NUTRITION TEAM

CACFP Today

A Newsletter from the Wisconsin Department of Public Instruction, Division of Finance and Management

Vol. 2 No. 2

Summer 2010

Register Now for CACFP Summer Training Sessions

The CACFP summer training sessions will be held in July and August 2010. The Department of Public Instruction (DPI) Community Nutrition Team strongly encourages at least one person from your agency, especially new agencies and new staff delegated with CACFP responsibility, attend one of the training sessions. There are three types of training sessions offered across the state this year: 4 recordkeeping sessions (*CACFP Recordkeeping Essentials*), 4 *Financial Management* sessions and 10 nutrition sessions (*Feeding Kids in the CACFP*).

Feeding Kids in the CACFP (Time: 8:30 am - 12:30 pm)

The training session will provide administrators, directors, and kitchen staff the knowledge and tools to create a healthy environment by applying the following CACFP topics: menu planning on a budget, portion size requirements, Child Nutrition (CN) labels, menu ideas, how to get organized, and more.

CACFP Recordkeeping (RK) Essentials (Time: 8:30 am – Noon)

The training session will cover administrative recordkeeping requirements. The RK session will give administrative staff an overview of the FFY 2011 Guidance Memorandum changes, review how to update the online application/agreement, and discuss what to expect on a CACFP review, including how to write corrective action responses. It will also provide a review of recordkeeping requirements such as best practices for organizing your CACFP paperwork, Civil Rights requirements, medical statements, and more.

Financial Management (Time: 1:00 pm - 4:00 pm)

The training session will provide a comprehensive review of all items associated with the CACFP reimbursement that is received, including payment of claims, tracking of food program costs and revenue, and allowable food program costs. The session will also review the seriously deficient process. It is strongly recommended that authorized representatives, owners, and board directors of agencies currently participating in the CACFP attend this session.

New this year, registration for this summer's training sessions will be **on-line ONLY**. Your agency should have received an email announcing the training earlier this month. You will not be

receiving a training brochure, registration form or confirmation letter in the mail and will not be able to mail in your training registration form. To find the dates and locations and register for training, go to our website at: <http://dpi.wi.gov/fns/training.html>. Driving directions, maps and parking instructions for each location can also be found on the website. Please complete the on-line registration by **June 30, 2010**.

If you have any questions or concerns, please contact Barb Douglas at (608) 267-9129 or the Child Nutrition Program Consultant serving your area.



CNT Director Named

Our new Community Nutrition Team Director, Amanda Kane, RD, CD, joined the team in March 2010. Prior to coming to the DPI, Amanda served as the Director for Food and Nutrition Services at Saint Anthony Medical Center in Rockford, Illinois and at Advocate Condell Medical Center in Libertyville, Illinois. Amanda currently lives and grew up in Janesville, WI and is a UW-Madison graduate.

Also new to our Department is Rick Fairchild, Accountant-Journey, School Management Services Team. Rick works in the Federal Aids and Audit Fiscal Unit processing reimbursement and fiscal action for the various teams in our Division. He has lived in Wisconsin for all but 5 months of his life and grew up in West Allis.

We welcome them both into our CNT Family.

State Agency Guidance Memorandum Updates – Watch for them in the mail!

We will soon be mailing out updated State Agency Guidance Memorandums for 1, 3, 5, 9, 11, and 12. Please look for them in your mailboxes towards the end of June 2010. Remember to replace the old with the new in your binders and read through them for the changes!

DPI Applies for USDA Wellness Grant

In the FFY 2010 appropriations bill Congress gave \$8 million in grants to the CACFP to improve the nutrition and health of children in child care. The \$8 million in grant funds will be awarded by USDA on a competitive basis to state CACFP agencies, with sponsors eligible for sub-grants, for the purpose of improving the health and nutrition of children in child care settings.

USDA and state agencies will give priority to projects that include the following activities:

- Promote nutrition and physical activity in child care settings consistent with the Dietary Guidelines and other relevant science;
- Provide technical assistance and training to sponsors and child care homes and centers in implementing state and local initiatives designed to improve the health and nutrition of children;
- Conduct outreach campaigns to increase access to the program in underserved areas and populations; and
- Make innovative use of technology to provide training and education to promote the nutrition, physical activity, and health of children.

The DPI has applied for this CACFP grant and by late November should know if awarded the funds. At that time, information will be sent to all agencies on how to apply.



Submitting Paper Claims?

For Agencies submitting paper copies of reimbursement claim forms (At Risk, Emergency Shelters and For Profit Adult Day Care Centers only) or those submitting paper copies of amended reimbursement claim forms, please note that only the original signed form needs to be sent in to our office, no extra copies required. Revised claim forms will be sent with the updated Guidance Memorandums later this month. The signed claim form can be emailed to Jacque Jordee at jacqueline.jordee@dpi.wi.gov or Angie Moen at angie.moen@dpi.wi.gov, mailed to the address in the upper right corner of the form, or faxed to the Federal Aids and Audit section at DPI at 608/267-9207.

Nonprofit Food Service Financial Reports

As of today's date all non-profit, for-profit and public sponsoring organizations (more than one site on CACFP) should have already submitted the 1st and 2nd quarter Nonprofit Food Service Financial Reports for FY2010. The 1st quarter report

was due on March 1, 2010, reporting income and costs for the food program for the period of October 1 – December 31, 2009. The 2nd quarter report was due June 1, 2010, reporting income and costs for the food program for the period of January 1 – March 31, 2010. The 3rd quarter report which will report food program income and costs for the period of April 1 – June 30, 2010 is due September 1, 2010. Failure to submit the Nonprofit Food Service reports in a timely manner may affect future program participation. If you have any questions please do not hesitate to contact Cari Ann Muggenburg at 608-264-9551 or via e-mail at cari.muggenburg@dpi.wi.gov.

USDA Memos

Recently issued Guidance Memos from USDA include:

Memo No. Title
08-2010 - [Fiscal Year 2010 Reallocation of State Administrative Expense Funds](#)
09-2010 - [Guidance on Reallocation of CACFP Audit Funds](#)
10-2010 - [Categorical Eligibility-Temporary Assistance to Needy Families](#)
11-2010 - [Q&As: Extending Categorical Eligibility to Additional Children in a Household](#)
12-2010 - [Waiver on Providing Income Limits on Applications](#)
13-2010 - [Prototype Application Materials for School Year 2010-2011](#)

A link to the memos can be found on our website under **USDA CACFP Policy Memos** at: <http://dpi.wi.gov/fns/cacfp1.html>

Pending Update to the Parent/Household Letter and Household Size-Income Scale

Congress has yet to approve publication of the 2010 poverty guidelines, upon which the USDA Income Eligibility Guidelines are based. Therefore, we haven't been able to update the Household Size-Income Scale on the Parent/Household Letter and the Household Size-Income Scale used for eligibility determinations, which are effective through June 30, 2010. Please continue to use the current Household Size-Income Scale for making eligibility determinations until further notice. As soon as USDA updates the Income Eligibility Guidelines, we will be updating the Parent/Household Letter and Household Size-Income Scale; you will receive the updated copies by mail.

Welcome New Agencies

My Lil Angels, Antigo
Sneakers 3 LLC, Algoma
ABC's Daycare & Preschool, Menomonie
Boys & Girls Club of Green Bay, Green Bay
Green Bay School District, Green Bay

Change in Validity Period of Household Size-Income Statements

Effective July 1, 2010, Household Size-Income Statements are valid until the last day of the month in which the form was dated one year earlier by the adult member of the household who signed the statement. For example, if a statement was signed on September 15, 2010, it is valid through September 30, 2011. Therefore, as long as the Household Size-Income Statements are properly determined by the agency within the same month that they are signed, they may now be valid for a 13 month period rather than the previous 12 month period limit.

FFY 2011 On-line Contracts

We are currently revising and enhancing the CACFP online application. It is anticipated that the online application will be available for all agencies in late August 2010. The online application will be accessed at: <http://dpi.wi.gov/fns/cacfpapps.html>. The on-line application instructional manual is also being revised and will be posted on the DPI webpage. It is recommended that you print the revised manual first before logging on to the on-line application. Please read the revised manual carefully. It provides step-by-step information on how to properly and fully complete the application.

A memo from our office will be sent to all agencies at the beginning of August. If you do not receive the memo please contact your assigned Consultant. The on-line contract is due no later than September 20, 2010.

ACCESS for All

Basic needs – food, clothing, shelter, and adequate health care – things we all need to stay healthy, yet these are things many people lack at certain times in their lives for various reasons. Your agency is in a unique situation in that you have a relationship with the families in your community. You know them; you care for their children. And, in many cases, you know when they need help. How can you help? Federal, state, and local programs are available to those that may be struggling in your community. You can help by getting the word out about available programs to those in need. To help families determine if they are eligible for any of the programs, they can either contact their local county/tribal, social or human services agency OR visit **ACCESS** on-line at: <http://access.wi.gov>. **ACCESS** is an online portal for health and nutrition resources that allows Wisconsin residents to check for eligibility and apply for federal nutrition and other benefit programs, including FoodShare, BadgerCare Plus, Medicaid, and SeniorCare through the Wisconsin Department of Health Services (DHS) website.

Cooking with Kids



something unique and seeing the finished product that they helped create.

Kids love to help out in the kitchen, and child care providers have the unique opportunity to teach them life-long lessons while preparing meals and snacks. Cooking is something children enjoy just as much as eating the finished product. They love the whole process of adding ingredients together, creating

What do kids learn while cooking? Kids might not even realize just how much they are learning because they are having so much fun. Perhaps you will be surprised at the amount of information the kids are taking in while they are cooking or baking with you or by themselves:

- Math skills (counting, fractions, weighing and measuring)
- Nutrition (food groups, how food changes while cooking, how to eat healthy)
- Geography (where food grows)
- Social skills (working together, sharing, and safety and cleanliness)
- Fine motor skills (chopping, whisking, pouring, mixing and cutting)

Tips for Cooking with Kids:

1. If the recipe takes you 10 minutes, it will take much longer when teaching and helping kids create the same recipe. Keep this in mind when planning.
2. Keep the kids on the task at hand. Kids can be easily distracted so don't talk too much and keep them on task.
3. Give a run down on what is expected in the kitchen and what the recipe entails before starting.
4. Let kids show a little creativity. They need to follow the recipe but try to choose recipes where kids can be creative (adding different pizza toppings or a choice of fruit for a fruit and yogurt parfait).
5. Eat what you created together as a group. Encourage them to at least try their creation.
6. Keep cooking groups to 3-6 kids. If you have more than 6 kids, get an assistant to help you.
7. Teach kids to clean up as well as create recipes. Wipe up spills with paper towels, clean floor with broom if needed, etc. when done.
8. Have fun!



Welcome summer!

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CACFP Today

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July 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
National Blueberry Month www.blueberry.org/				1	*2 Furlough Day	3
4	*5 Independence Day Holiday	6	7	8	9	10
11	12	13	14	15 Claim Due ²	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	*6 Furlough Day	7
What's in season? Try peaches, peppers, squash or berries!						
8	9	10	11	12	13	14
15 Claim Due ²	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2010

Sun	Mon	Tue	Wed	Thu	Fri	Sat
National Chicken Month www.eatchicken.com/			1 Qtrly NPFS Report Due ¹	2	3	4
5	*6 Labor Day	7	8	9	10	11
12	13	14	15 Claim Due ²	16	17	18
19	20 Online Contract Due	21	22	23	24	25
26	27	28	29	30		

¹Qtrly NPFS - Quarterly Nonprofit Food Service (**Report Due for Sponsors of more than 1 site only**)

²Claim Due - CACFP reimbursement claim is suggested to be submitted by the 15th of the following month of the claim month. Claims will be accepted if submitted within 60 days after the end of the claim month.

*** DPI State Offices Closed**

All of the CACFP Newsletters are available electronically on our website at: <http://dpi.wi.gov/fns/newsltrcnt.html>.